

## **CHECKLIST FOR HIRING PART-TIME FACULTY (LECTURERS – NEW OR REHIRE)**

Please direct questions to Human Resource Analyst in Human Resources at extension 5431.

A full description of employment procedures and downloadable forms is available on the Human Resources website <http://www2.selu.edu/Administration/Depts/HumanResources/hroepmenu3.htm>

- Step 1.** The department head determines that a part-time faculty member is needed to deliver instruction. The Dean makes an allocation for part-time instruction to the department. This allocation should be considered in making the determination to hire a part-time lecturer.
- Step 2.** A department head may seek qualified applicants without advertising the position since it is a temporary position. For the applicant to be considered a qualified applicant he or she must meet all minimum qualification requirements and submit a completed application package. The application package should include a resume', a list of the names and contact numbers for references, any other special requirements such as brief statement of teaching experience and philosophy or a brief statement of research interest and a copy of official graduate transcript (original transcript required upon employment) to the department.
- Step 3.** The department head should also determine that the prospective employee meets all SACS criteria for faculty qualifications. If there are any questions regarding whether a candidate meets SACS criteria, the Department Head should consult with the Assistant Vice President for Academic Affairs and the University's SACS liaison officer.
- Step 4.** The applicant is then sent a Background Check Authorization Form to complete and return to the Department. The signed returned Background Check Authorization Form is the University's authorization to check references, credentials and conduct the background checks.
- Steps 2 - 4 are not necessary for rehires.**
- Step 5.** The department head should complete a 5.01T form for each part-time employee hired for the Fall semester. For the Spring Semester, the Department Head should complete a 5.01TL On-Campus form or 5.01TL Off-Campus form listing each part-time employee who taught in the Fall and will teach in the Spring. If the part-time employee did not teach in the Fall, a 5.01T needs to be completed.
- Step 6.** The department head should submit the 5.01T form with the department head and dean's signatures to the Human Resources Office. For new employees, the hire packet includes a résumé, background check form, and official relevant graduate transcripts. It is the responsibility of the new employee to ensure that all documents have been submitted to Human Resources, and that all required paperwork has been completed. A new employee cannot be added to the Payroll system unless all required documents have been completed. The department head should inform the prospective employee in writing of this.
- Step 7.** Human Resources then routes the 5.01T form for appropriate signatures as needed. When these forms are returned to the Human Resources Office and when all employment procedures are complete, Human Resources staff sets up the employee in the Payroll system.

**Step 8.** The new employee should visit the Human Resources Office prior to or within 24 hours of their first day of employment to complete their personnel packet. Re-hired employees who have had a break in service of more than one year should also visit the Human Resources Office to update their personnel forms. New hires will need to submit copies of their social security card, driver's license, birth certificate, and/or passport at this time for U.S. Immigration and Naturalization Service requirements. They also should bring a voided personal check to be used for direct deposit of their payroll check into a checking account or a deposit slip for direct deposit into a savings account. All new employees are required to use direct deposit for their payroll checks.

**Step 9.** The department verifies that the faculty member's teaching load has been correctly entered into the administrative system.